

DEPUTY COURT EXECUTIVE OFFICER

Announcement Number: 08-033

Supplemental Application

Filing Deadline: 4:30 p.m., Monday, January 19, 2009

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and other required application materials will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé, while useful, will not substitute for this form.

On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas in one page or less. Specify the employer, position held and dates when describing experience.

1. Management experience in Finance, Personnel, Facilities, Records, Purchasing, Contract Administration, Jury and Grand Jury.
2. Experience in formulating and interpreting organization wide policies and procedures.
3. Experience in directing strategic initiatives of an organization.
4. Experience directing the preparation of comprehensive studies, reports and long range planning and development programs.
5. Experience interacting at an executive level; describe your experience in providing consultation and acting as a liaison.
6. Describe any court related employment or experience.
7. Describe your experience, if any, working in a political environment, with Judges, Executive management, and government agencies.
8. Attach copies of college/university degrees and/or transcripts and related certificates.

Certificate of Application: I certify that all statements made in this application and the supplemental application is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security #: _____

Signature: _____ Date: _____

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